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**Parts I and II**  
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# **AFSC 1C0X2**

## **OPERATIONS RESOURCE MANAGEMENT**



### **CAREER FIELD EDUCATION AND TRAINING PLAN**

**CAREER FIELD EDUCATION AND TRAINING PLAN (CFETP)  
OPERATIONS RESOURCE MANAGEMENT SPECIALTY  
1C0X2**

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**OPERATIONS RESOURCE MANAGEMENT SPECIALTY  
AFSC 1C0X2  
CAREER FIELD EDUCATION AND TRAINING PLAN**

**PART I**

***PREFACE***

1. The CFETP is a comprehensive core-training document that identifies life-cycle training and education requirements, training support resources, and minimum core task requirements for every specialty. The CFETP will provide Operations Resource Management personnel a clear career path to success and instills sound objectivity in unit level training.
2. The CFETP consists of two parts; both parts of the plan are used by supervisors to plan, manage, and control training within the career field.
  - 2.1. Part I provides information necessary for overall management of the specialty. **Section A** explains how to use the plan. **Section B** identifies career progression, duties, responsibilities, training strategies and career field path. **Section C** associates each skill level with specialty qualifications (knowledge, training, education, and experience). **Section D** indicates resource constraints i.e., funds, manpower, equipment, and facilities. Note: See AFMAN 36-2108 for job descriptions.
  - 2.2. Part II includes: **Section A** identifies available OJT support materials. Qualification training packages identified in this section have been developed to support both upgrade/ qualification training. These packages are indexed in AFIND 8 and are "F" distribution. **Section B** identifies a training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses. **Section C** can be used to identify MAJCOM formal schools. **Section D** contains the course objective list/training standards supervisors will use to determine if airmen satisfied training requirements. **Section E** identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) training conducted, wartime course/core task and correspondence course requirements. The STS is placed at the end of the CFETP because it requires a different page formatting, and so that it may be easily separated from the CFETP if required.
3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their career. This plan will enable us to train today's work force for tomorrow's jobs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

## ***ABBREVIATIONS/TERMS EXPLAINED***

**Advanced Training (AT).** Formal course that provides individuals qualified in one or more positions of the Air Force Specialty (AFS) with additional skills/knowledge to enhance their career field expertise. Training is for selected career airmen at the advanced level of the AFS.

**Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/ CJQS).** A comprehensive task list that describes a particular job type or duty position. They are used by supervisors to document task qualifications. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

**Allocation Curves.** The relation of hours of training in different training settings to the degree of proficiency which can be achieved on specified performance requirements.

**Career Field Education and Training Plan (CFETP).** A comprehensive, multipurpose document encapsulating the entire spectrum of education and training for a career field. It outlines a logical growth plan including training resources and is designed to make career field training identifiable, to eliminate duplication, and to ensure budget defensible training.

**Career Training Guide (CTG).** A document that uses Task Modules (TMs) in lieu of tasks to define performance and training requirements for a career field.

**Continuation Training.** Additional training exceeding requirements with emphasis on present or future duty assignments.

**Core Task.** Tasks listed in AFI 36-2108 and identified by the Air Force Career Field Manager (AFCFM) as minimum qualification requirements within an Air Force specialty or duty position.

**Course Objective List (COL).** A publication, derived from initial/advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3/7-skill level. The COL is used to assist in conducting graduate evaluations IAW AFI 36-2201.

**Enlisted Specialty Training (EST).** A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in each skill level of a specialty.

**Exportable Training.** Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training.

**Field Technical Training (Type 4).** Special or regular on-site training conducted by a field training detachment (FTD) or by a mobile training team.

**Instructional System Development (ISD).** A deliberate and orderly, but flexible process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost efficient way the knowledge, skills, and attitudes essential for successful job performance.

**Initial Skills Training.** A formal resident course which results in award of the entry level.

**Occupational Survey Report (OSR).** A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

**On-the-Job Training (OJT).** Hands-on, over-the-shoulder training to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

**Optimal Training.** The ideal combination of training settings resulting in the highest levels of proficiency on specified performance requirements within the minimum time possible.

**Proficiency Certification.** Recurring task certification which is required to be performed on certain critical tasks to ensure a minimum level of proficiency is maintained. Proficiency certification will normally be accomplished on an annual basis by a qualified task certifier or the Host Aviation Resource Management (HARM) Chief, if so qualified. The HARM Chief will be task certified by the MAJCOM Functional Manager (MFM) when possible. If annual certification of the HARM Chief is not possible, certification will take place in conjunction with normal IG/QAF inspections. Refer to the Operations Resource Management AFI and your MAJCOM supplement for specific policy and procedures.

**Qualification Training (QT).** Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job.

**Qualification Training Package (QTP).** An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

**Representative Sites.** Typical organizational units having similar missions, weapon systems or equipment, or a set of jobs, used as a basis for estimating average training capacities and costs within the Training Impact Decision System (TIDES).

**Resource Constraints.** Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

**Skills Training.** A formal course which results in the award of a skill level.

**Specialty Training.** A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in the award of a skill level.

**Specialty Training Package and COMSEC Qualification Training Package.** A composite of lesson plans, test material, instructions, policy, doctrine, and procedures necessary to conduct training. These packages are prepared by AETC, approved by National Security Agency (NSA), and administered by qualified communications security (COMSEC) maintenance personnel.

**Specialty Training Standard (STS).** An Air Force publication that describes skills and knowledge that airman in a particular Air Force specialty needs on the job. It further serves as a contract between the

AETC and the user to show the overall training requirements for an Air Force specialty code that the formal schools teach.

**Standard.** An exact value, a physical entity, established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results. A fixed quantity or quality.

**Task Module (TM).** A group of tasks performed within an Air Force specialty that are performed together and that require common knowledge, skills, and abilities. TMs are identified by an identification code and a statement.

**Total Force.** All collective USAF components (active, reserve, guard, and civilian elements).

**Training Capacity.** The capability of a training setting to provide training on specified requirements, based on the availability of resources.

**Training Impact Decision System (TIDES).** A computer-based decision support technology being designed to assist AFCFM in making critical judgments relevant to what training should be provided personnel within career fields, when training should be provided (at what career points), and where training should be conducted (training setting).

**Training Planning Team (TPT).** Comprised of the same personnel as a U&TW, however TPTs are more intimately involved in training development and the range of issues is greater than is normal in the U&TW forum.

**Training Requirements Analysis.** A detailed analysis of tasks for a particular AFS to be included in the training decision process.

**Training Setting.** The type of forum in which training is provided (formal resident school, on-the-job, field training, mobile training team, self-study, etc.).

**Upgrade Training (UGT).** Mandatory training which leads to attainment of a higher level of proficiency, and award of a skill level.

**Utilization and Training Pattern.** A depiction of the training provided to and the jobs performed by personnel throughout their tenure within a career field or Air Force specialty. There are two types of patterns: 1) Current pattern, which is based on the training provided to incumbents and the jobs to which they have been and are assigned; and 2) Alternate pattern, which considers proposed changes in manpower, personnel, and training policies.

**Utilization and Training Workshop (U&TW).** A forum of MAJCOM Air Force Specialty Code (AFSC) functional managers, Subject Matter Experts (SMEs), and AETC training personnel that determines career ladder training requirements.

## ***SECTION A - GENERAL INFORMATION***

**1. Purpose.** This CFETP provides information necessary for AFCFM, MAJCOM Functional Managers (MFM), commanders, training managers, supervisors and trainers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training that individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training centers. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, 9-skill levels. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills/knowledge required to do the job. Advanced training is formal specialty training used for selected airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes, some are:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. Also, it is used to help supervisors identify training at the appropriate point in an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education/training throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.

1.4. Identifies major resource constraints that impact full implementation of the desired career field training process.

**2. Uses.** The plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AETC training personnel will develop/revise formal resident, non-resident, field and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. Each MFM will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. Additionally, MAJCOMs will ensure the senior 1C0X2 (or HARM Chief) at wing/group level is appointed in writing to conduct recurring AFORMS, Browser, HARM, and SARM training. Identified requirements can be satisfied by OJT, resident training, contract training, or exportable courses. MAJCOM-developed training to support this AFSC must be identified for inclusion into the plan.



2.3. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

**3. Coordination and Approval.** The AFCFM is the approval authority. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. The AETC training manager for this specialty will initiate an annual review of this document by AETC and MFMs to ensure currency and accuracy. Using the list of courses in Part II, they will eliminate duplicate training.

## ***SECTION B - CAREER PROGRESSION AND INFORMATION***

**4. Specialty Descriptions.** See paragraphs 1 and 2 of AFMAN 36-2108 for the official specialty descriptions.

**4.1. Specialty Summary.** See AFMAN 36-2108, paragraph 1.

**4.2. Duties and Responsibilities.** See AFMAN 36-2108, paragraph 2. Because AFMAN 36-2108 has been reduced to one or two pages, this paragraph includes a more detailed narrative of duties and responsibilities.

## **5. Skill/Career Progression.**

### **5.1. Apprentice (3) Level/Journeyman (5) Level.**

Initiates actions to support flight/jump management policy and procedures; interviews aircrew members/parachutists to obtain flying/jump-related data. Maintains control and accountability of flight/jump records, including aircrew qualification checks, medical recommendations for flying/jump duty, aeronautical orders, physiological training, certification of qualification, flying attachment letters, aviation service data and flying/jump history. Prepares and processes aeronautical orders and military pay orders. Performs in and out processing functions.

Schedules aircrew flying and ground training and maintains mission information and planning data. Assists in establishing flying schedules and aircraft and aircrew assignments. Prepares reports, and coordinates aircraft schedules and training activities with maintenance, communication, armament, intelligence, personnel and medical units. Prepares flight authorizations, and monitors individual flight requirements and allocated flying hours.

Compiles, records, and audits data for AFORMS. Processes flight management reports and source documents to ensure accuracy of information; distributes reports and lists for aircrew/parachutist resource management.

Extracts, compiles, and collates aircrew/parachutist training and aircrew/parachutist resource management information. Develops analytical information displays and documentation to support aircrew/parachutist information. Analyzes database to determine adequacy and accuracy of automated systems.

## **5.2. Craftsman (7) Level.**

Plans, schedules and supervises AFORMS functions. Plans and schedules aircrew and aircraft missions. Maintains aircrew/parachutist mission information; ensures maximum benefit is realized from available resources allotted to Operations Resource Manager functions. Reviews aircrew training mission accomplishment reports for accuracy. Analyzes and summarizes reports and aircrew/parachutist resource data; relates data collected to aircrew/parachutist training profiles, and aircrew flying hour usage. Determines the media for most effective presentation of data and prepares narrative summaries. Assists workcenter supervisory personnel in interpreting and using AFORMS reports and information.

Performs technical aircrew/parachutist resource management functions. Reviews personnel action requests on aircrew members and parachutists to determine the effect on their status; monitors individual entitlement to incentive pay. Monitors flight physicals, physiological training, aircrew/parachutist qualification requirements. Analyzes higher headquarters reports and policies as they affect the aircrew/parachutist resource management program. Maintains control and accountability for AFORMS. Technical adviser on matters pertaining to AFORMS. Assists aircrew/parachutist managers in using AFORMS reports. Facilitates aircrew/parachutist procedural changes with user and other agencies (e.g., scheduling and aircrew training) to ensure accurate and timely implementation. Maintains liaison with LAN Administrators, AFORMS Working Groups (AWG), Air Force Network Control Center (AFNCC), and Field Assistance Branch (FAB) to ensure timely system operations.

Inspects and evaluates ORM functions. Manages ORM OJT, (e.g., develops Master Job Qualification Standard (JQS), conducts/certifies OJT, and inspects OJT documentation). Validates workcenter certifications upon reassignment. Analyzes management reports to determine adequacy and accuracy; problem areas and trends; and initiates remedial action. Inspects ORM files of functional publications/directives for current guidance. Reviews ORM procedures and recommends changes for increased efficiency and services. Inspects production and maintenance of flight/jump records, flight management files, and AFORMS reports. Inspects completed work and evaluates individual/group performance.

## **5.3. Superintendent (9) Level**

Plans, organizes, schedules, and directs workloads and duty assignments of ORM personnel. Improves work methods and procedures to achieve the most economical use of resources. Directs ORM functions and conducts liaison with mission support agencies to reduce common problems, improve procedures, and increase efficiency. Requisitions and accounts for equipment, space, supplies, and other required facilities to support ORM functions.

Directs AFORMS functions. Develops improved methods for effective and efficient use of ORM functions. Establishes procedures for scheduling and recording aircrew/parachutist training and producing AFORMS reports. Supervises workflow, assigns special projects, and conducts follow-up to determine progress.

Inspects and evaluates ORM functions to determine operational readiness and to assist in solving ORM and personnel problems. Oversees wing/base ORM OJT program and ensures compliance with CFETP

and other applicable directives. Reviews inspection findings with supervisory personnel and initiates actions to eliminate discrepancies. Interprets policies and directives for ORM functions. Reviews new directive(s) for content and applicability and notifies appropriate personnel of changes. Writes ORM directives; coordinates and submits recommended changes on other aircrew/parachutist directives. Ensures ORM functions comply with directives.

**6. Training Decisions.** This CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the 1C0X2 career field. The spectrum includes the strategy of when, where, and how to meet these training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a fragmented approach to training.

**6.1. Initial Skills Training.** All personnel entering the ORM specialty will complete the 3-skill level resident training course. (See note, paragraph 6.6.)

**6.2. Five Level Upgrade Training Requirements.** Upgrade training to the 5-skill level begins when an individual is assigned to the first duty station. For award of the 5-skill level, trainees must (1) Successfully complete mandatory CDCs. CDC content is identified in the STS. (2) Complete all 5-skill level STS core task elements, (3) Complete a minimum upgrade time of 15 months, maximum upgrade is 21 months. The AFCFM may waive the 21 month requirement for extenuating circumstances (e.g., extended deployments and absence of trainer). Supervisors will process waiver request (signed by unit commander) through their Unit Training Manager (UTM), wing/base 1C0X2 functional manager, base training manager, MFM prior to submission to the AFCFM. Process waivers in accordance with paragraphs 6.6.1, 6.6.1.1 and 6.6.1.2 below. The AFCFM is final waiver authority. **Note.** If a trainee exceeds the maximum allowable upgrade time, UTM's are not authorized to process an upgrade until receipt of an approved waiver from the AFCFM.

**6.3. Seven Level Upgrade Training Requirements.** Enter personnel in 7-skill level upgrade training upon selection to Staff Sergeant, effective the first day of the promotion cycle. For award of the 7-skill level trainees must: (1) Sew-on SSgt, (2) Successfully complete mandatory CDCs, (3) Complete all 7-skill level STS core task elements, (4) Complete 7-skill level Resident Training, only after all other requirements are completed. Course content is identified in the STS; (5) Complete minimum of 12 months in upgrade training, maximum upgrade time is 24. The AFCFM may waive the 24 month requirement for extenuating circumstances (e.g., extended deployments and absence of training). Supervisors will process a waiver request (signed by unit commander) through their UTM, wing/base 1C0X2 functional manager, base training manager, MFM prior to submission to the AFCFM. Process waivers in accordance with paragraphs 6.6.1, 6.6.1.1 and 6.6.1.2 below. The AFCFM is final waiver authority. **Note 1.** Supervisors/Trainers will teach the trainee about OJT record documentation and maintenance, building a master Job Qualification Standard (JQS), evaluating personnel, setting up training programs, mentoring, handling personnel problems, how to upgrade a trainee's skill level, etc. Trainees can be trained without having to actually be assigned as someone's supervisor (e.g., one-man shop). However, if possible, it is recommended they be assigned at least one person to supervise to provide practical application. **Note 2.** If a trainee exceeds the maximum allowable upgrade time, UTM's are not authorized to process an upgrade until receipt of an approved waiver from the AFCFM.

**6.4. Nine Level Upgrade Training Requirements.** A 9-skill level is awarded when an individual has assumed the rank of Senior Master Sergeant (SMSgt).

**6.5. Chief Enlisted Manager (CEM 1C000) Training Requirements.** The individual will be awarded AFSC 1C000 when selected for Chief Master Sergeant (CMSgt). The individual must have completed the SNCOA prior to assuming the rank of CMSgt.

**6.6. Retraining Personnel.** Retraitees must attend the 3-skill level resident training course, complete the 5-skill level CDC, complete the 7-skill level CDC, and after performing operations resource management duties for 18 months, attend the 7-skill level resident training course. **Note 1.** AFPC may waive individuals required to retrain under special circumstances (e.g., exceptional family member program, humanitarian assignment, and AFSC disqualification) from attending 3-level school, on a case by case basis, with AFCFM approval, when attendance is not prudent/practical. If approved, training will be via on-the-job training (OJT). The AFCFM may waive the skill upgrade experience times (6, 12, 18 months) with justification on a case-by-case basis, to the previously held skill level. Process such waiver requests in accordance with the guidance listed in paragraph 6.6.1, 6.6.1.1 and 6.6.1.2 below. **Note 2.** If a trainee exceeds the maximum allowable upgrade time, UTM's are not authorized to process an upgrade until receipt of an approved waiver from the AFCFM.

**6.6.1.** AFCFM's are the authority for waiving any mandatory training requirement(s). Process waiver request to the AFCFM in the following manner:

**6.6.1.1.** Supervisors decide whether pursuing a waiver is appropriate by considering the complexity of the new AFSC and the trainee's background. If a waiver is deemed appropriate, supervisors develop and forward a case file, which includes evidence to warrant a waiver, through the unit commander to the servicing Military Personnel Flight (MPF) personnel employment element.

**6.6.1.2.** The MPF will provide their recommendations and forward the case file to the MAJCOM/DP, who will coordinate the package with the MAJCOM training manager and appropriate AFSC functional manager. Cases will then be sent to the AFCFM for a decision. In the event there is no AFSC functional manager at the MAJCOM to evaluate the case, the MAJCOM training manager will send the case to AFPC/DPMYCO3 for review by the appropriate AFPC functional advisor. After AFPC review, the case will be sent to the AFCFM.

**6.7. CDC Failures.** After a trainee fails the CDC course exam twice, commanders must either pursue retraining, separation, or waiver of the CDC requirement in accordance with the above. **Note.** Wing commanders may, based on recommendations from the squadron commander and base training manager, waive the requirement to complete a CDC for individuals failing the CDC twice. This authority cannot be further delegated.

**6.8. ANG/AFRC.** Because of the unique environment of the Air National Guard (ANG) and Air Force Reserve Command (AFRC) components, waiver authority for mandatory requirements is delegated to the ANG and AFRC headquarters level. Exception: Waiver authority for two-time CDC failure is delegated to wing commanders. All new enlisted Air Reserve Technician (ART) hires, or retrainees who have satisfied the minimum Office of Personnel Management (OPM) standards, will immediately be militarily

classified at the entry level AFSC. The ART supervisor will conduct an initial evaluation within 60 days from the date of hire, using the current CFETP to access apprentice skill level qualifications. This includes completion of all mandatory requirements included in AFMAN 36-2108, Airman Classification. After completion of the 3-skill level, the award must be sanctioned by the 1C0X2 AFRC Functional Manager. In these cases, submit prescribed waiver request, IAW AFMAN 36-2245 and AFCAT 36-2223, through formal channels. Disapproval by the 1C0X2 AFRC Functional Manager will require the ART to remain at the entry level AFSC until satisfactory completion of technical school. Supervisors must validate ART military qualifications for members who have been hired to positions during the last 12 months and who have been granted the 3-skill level. After completion of the supervisor's evaluation, if it has been determined the member requires initial skills technical training, the supervisor must withdraw the 3-skill level, place the member at the entry level AFSC and request technical school attendance. This policy guidance is also applicable to members who have already been placed in an ART position via priority placement procedures, and who subsequently are in need of additional skill level training.

**6.9. Air Force ORM Computer Based Training (CBT).** Effective 1 Oct 01, or as determined by the AFCFM, ORM CBT will be used to support proficiency training. Completion is mandatory within the first 120 days of assignment to duty station for the following individuals: 3-skill level graduates, retrainees, anyone out of 1C0X2 career field for more than 4 years (special duty, joint assignment, etc.), civilian hires, and anyone waived from 3-skill level Resident Course by AFPC or ARC MFM. Document training completion in military and civilian training records. **Note.** MFMs are the approval authority for extending completion of the ORM CBT.

**6.10. Civilian Hires.** New civilian hires classified as 1C0X2s will complete the apprentice course in residence within 120 days of hire and subsequently meet 5-skill level upgrade requirements IAW paragraph 6.2. Civilians newly appointed to supervisory 1C0X2 positions will also meet the requirements in paragraph 6.2, attend the craftsman course in residence, and meet all other 7-skill level requirements. **Note.** MFMs are the approval authority for extending completion of the ORM CBT.

**7. Community College of the Air Force (CCAF) Academic Programs.** Enrollment in CCAF occurs after completion of basic military training. Off-duty education is a personal choice but is highly recommended. CCAF provides the opportunity to obtain an Associate in Applied Sciences Degree. In addition to the associate's degree program CCAF offers the following:

**7.1. Degree Requirements.** For Operations Resource Management personnel, CCAF offers an associate degree in Airport Resource Management to those who meet the requirements of the CCAF General Catalog. The skilled (5) level must be held at the time of program completion. Program requirements are as follows

	Semester Hours
Technical Education .....	24
Leadership, Management, and Military Studies.....	6
Physical Education.....	4
General Education .....	15
Program Elective .....	15
Technical Education, Leadership, Management, and Military Studies; or General Education	
<b>Total.....</b>	<b>64</b>

**7.1.1. TECHNICAL EDUCATION (24 Semester Hours):** A minimum of 12 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective subjects/courses. Requests to substitute subjects/courses must be approved in advance by the Technical Branch.

**7.1.2. LEADERSHIP, MANAGEMENT, AND MILITARY STUDIES, (6 Semester Hours):** Professional military education and/or civilian management courses. See the General Catalog for application.

**7.1.3. PHYSICAL EDUCATION (4 Semester Hours):** This requirement is satisfied by completion of Basic Military Training.

**7.1.4. GENERAL EDUCATION (15 Semester Hours):** Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subjects/courses as provided in the CCAF General Catalog.

**7.1.5. PROGRAM ELECTIVE (15 Semester Hours):** The Program Elective requirement is satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects/courses, including natural science courses meeting General Education Requirement application criteria. Six semester hours of CCAF degree-applicable technical credit otherwise not applicable to the program may be applied. **NOTE: CCAF requirements subject to change. See current CCAF catalog.**

**7.2. Occupational Instructor Certificate.** Upon completion of instructor qualification training consisting of an instructor methods course and supervised practice teaching, instructors who possess an associate degree or higher may be nominated by their school commander/commandant for certification as an Occupational Instructor.

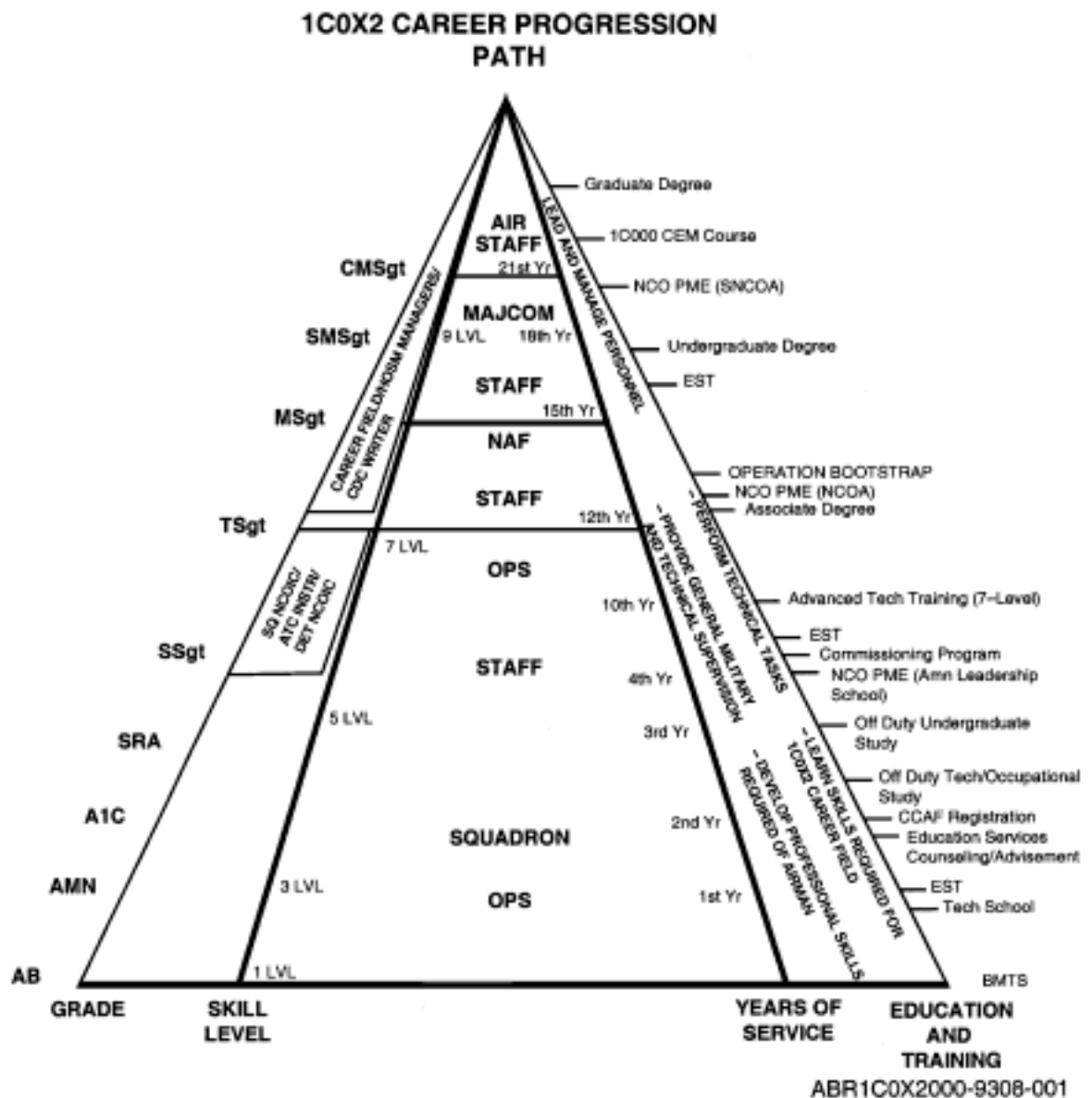
**7.3. Trade Skill Certification.** When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The college uses a competency based assessment process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman, Craftsman/Supervisor, or Master Craftsman/Manager.

**8. Operations Resource Management Career Path.** The chart on the following page depicts this specialty's career path. This career path outlines when training is required for each level and function within this specialty.

**8.1. Airman Leadership School:** The individual will normally attend the Airman Leadership School after assuming the rank of SrA and completing 48 months of service, or upon first reenlistment, or has been selected for promotion to SSgt. Completion of the Airman Leadership School (ALS) is mandatory prior to assuming the rank of Staff Sergeant (SSgt). ANG/AFRC personnel may substitute a nonresident airman leadership school.

8.2. NCOA: The individual will attend the NCOA in residence when selected for or after assuming the rank of TSgt. Prior to assuming the rank of MSgt, the individual must have successfully completed the NCOA in residence. ANG/AFRC personnel may substitute a non-resident NCOA.

8.3. SNCOA: has assumed the rank of Senior Master Sergeant (SMSgt) and has completed the SNCOA in residence. ANG/AFRC personnel may substitute a non-resident SNCOA and MSgts may attend.



## ***SECTION C - SKILL LEVEL TRAINING REQUIREMENTS***

**9. Purpose.** Skill levels in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award, and retention of each skill level. The specific task and knowledge training requirements are identified in the COL and STS, Part II, Sections D and E of this CFETP.

### **10. Specialty Qualification Requirements.**

#### **10.1. Apprentice (3) Level/Journeyman (5) Level Training Requirements.**

##### **10.1.1. Specialty Qualifications.**

**10.1.1.1. Knowledge.** Knowledge is mandatory of: rated, Career Enlisted Aviator (CEA), nonrated, operational support, and parachutist duty classifications; preparing and maintaining flight/jump records; aircrew SORTS; flight/jump management policy; aircrew/parachutist training, qualification, and upgrade; aircraft assignment; flying hour utilization; incentive pay; AFORMS; theory of AFORMS database structure, and AFORMS interface with other automated systems.

**10.1.1.2. Education.** Completion of high school or equivalent for entry into the AFSC.

**10.1.1.3. Training.** Completion of the basic Operations Resource Management Apprentice Course, E3ABR1C032 001, is required for award of the semi-skilled AFSC. (See Note, paragraph 6.6) Completion of the 5-skill level CDC and all applicable STS core task elements is required prior to award of the 5-skill level. (See Note, paragraph 6.7.)

**10.1.1.4. Experience.** Experience is mandatory for award of the skilled AFSC in functions such as scheduling aircrew training and sorties; maintaining AFORMS; and using flight operations terminology.

**10.1.1.5. Other.** Eligibility for a secret security clearance according to AFI 31-501 is mandatory for award and retention of the semi-skilled and skilled AFSCs. Ability to speak clearly and distinctly is mandatory for award and retention of this AFSC.

**10.1.2. Training Systems/Resources.** Completion of the Operations Resource Management Apprentice Course (E3ABR1C032 001) satisfies the knowledge and training requirements specified in the specialty qualification section for award of the 3-skill level. The COL (Part II, Section D of this CFETP) identifies all the knowledge and tasks, with their respective standards. A list of training courses to support this career field is at Part II, Section B.

**10.1.3. Implementation.** Entry into training is through Air Force Training Management System (AFTMS). After graduation from the basic course, job qualification begins three months after individuals are assigned to their first duty position. (See Note, paragraph 6.2) Thereafter, it is initiated anytime individuals are assigned duties they are not qualified to perform.



## 10.2. Craftsman (7) Level Training Requirements .

### 10.2.1. Specialty Qualifications.

10.2.1.1. **Knowledge.** Knowledge is mandatory of: AFORMS, aircrew/parachutist training, policies, and procedures; AFORMS database structure; statistical accounting systems; statistical management and comparative analysis; techniques for collecting and presenting statistical data and analytical summaries; principles of visual, oral, and written presentation techniques; and interface with other functional area data systems and operations directives.

10.2.1.2. **Education.** To assume the grade of SSgt and MSgt, individuals must be graduates of the Airman Leadership School and NCO Academy, respectively. Because of unusual circumstances peculiar to the ANG and AFRC, commanders may opt for NCOs to complete the non-resident courses.

10.2.1.3. **Training.** Completion of the 7-skill level CDC, all applicable STS core task elements, and 7-level resident technical training course (E3ACR1C072 001) is mandatory. (See Note, paragraph 6.7.)

10.2.1.4. **Other.** Eligibility and hold a secret security clearance according to AFI31-501 is mandatory for award and retention of this AFSC.

10.2.2. **Training Sources/Resources.** Completion of the 7-skill level technical training course satisfies the knowledge and training requirements specified above. The STS identifies tasks required for qualification of the 7-skill level. A list of all training courses to support this career field is at Part II, Section B.

10.2.3. **Implementation.** Entry into upgrade training is initiated when an individual possesses the 5-skill level and is in grade E-5 or higher, or is an E-5 selectee. Qualification training is initiated anytime individuals are assigned duties they are not qualified to perform.

## 10.3. Superintendent (9) Level Training Requirements

### 10.3.1. Specialty Qualifications

10.3.1.1. **Knowledge.** Knowledge is mandatory of: organization and personnel management principles; flight/jump management directives and technical orders; AFORMS, its interface with other automated data systems, and ORM coordination with maintenance, finance, and aerospace medicine office.

10.3.1.2. **Education.** Completion of the Senior NCO Academy in-residence course is mandatory for award of the 9-skill level AFSC. Because of unusual circumstances peculiar to the Air National Guard and Air Force Reserve Command, commanders may opt for NCOs to complete the non-resident SNCOA course in lieu of attending the resident course.

10.3.1.3. **Training.** Completion of the duty position training requirements is mandatory for award of the 9-skill level AFSC.

10.3.1.4. **Other.** Eligibility and hold a secret security clearance according to AFI 31-501 is mandatory for award and retention of this AFSC.

10.3.2. **Training Sources/Resources.** SNCOA at Maxwell AFB, Gunter Annex, AL, or equivalent.

10.3.3. **Implementation.** Entry into upgrade training is initiated when an individual possesses the 7-skill level and is an MSgt selectee or in the grade of MSgt or higher. Qualification training is initiated anytime individuals are assigned duties they are not qualified to perform.

## ***SECTION D - RESOURCE CONSTRAINTS***

**11. Purpose.** This section identifies known resource constraints which preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Explanations of each resource constraint and its impact on training are included. Also included in this section are: actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

**12. Training Constraints.** Funding for civilian attendance of the apprentice/craftsman course in-residence will be in accordance with AFCAT 36-2223.

## ***Section E. Transitional Training Guide***

There are currently no transitional training requirements. This area is reserved.

## PART II

### SECTION A - SPECIALTY TRAINING STANDARD 1C0X2

**1. Implementation.** Implementation of this Specialty Training Standard (STS) for technical training provided by AETC is with the class entering 001003 and graduating 001113 for 3-skill level training and with the class entering 001016 and graduating 001026 for 7-skill level training.

**2. Purpose.** As prescribed in AFI 36-2201, this STS:

2.1. Lists the most common tasks, knowledge, and technical references (TRs) necessary for airmen to perform duties in the 3-, 5- and 7-skill level AFSC in the Operations Resource Management ladder of the Airman Command Control Systems Operations career field. These are based on an analysis of the duties in AFI36-2108. **This STS is formatted according to functional areas. However, if required, training on any task may be accomplished regardless of individual job assignment or functional area.**

2.2. Provides **OJT certification.** Column 3 is used to record completion of task and knowledge training requirements. Task certification must show a certification/completed date.

2.3. Shows **formal training and Career Development course** requirements. Column 4 is used to identify the level of training received at resident training courses and from CDCs.

2.4. **Qualitative Requirements.** The proficiency code key INDICATES THE LEVEL OF TRAINING AND KNOWLEDGE PROVIDED BY ALL RESIDENT TRAINING COURSES AND CAREER DEVELOPMENT COURSES. (This key represents the contract between the AFCFM and the course providers.) They are not intended for training qualification or task certification purposes. This code key matches the itemized teaching objectives of the Course Objective List (COL). The COL is at Part II, Section D of the CFETP.

2.5. Becomes a **Job Qualification Standard (JQS)** for on-the-job training when placed in AF Form 623, Individual Training Record, and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

2.5.1. Evaluate all training received during the Operations Resource Management Apprentice Course IAW AFI 36-2201, par. 3.11.4, and 3.11.5. Use the Field Evaluation Questionnaire (FEQ) to report training deficiencies. Note: This enables you to validate the training provided by the school and get you started on position certification. This certification can involve either task certification and/or knowledge only.

2.5.2. **Documentation.** Document and certify completion of training as follows:

2.5.2.1. **For 3-level position certification,** circle the appropriate task/knowledge items in Column 1 required of the new 3-level in his/her current duty position and use Columns 3A through 3E to document training. If a task is required to be performed in the duty position the 3-level is assigned to, and the task is also a 5-level upgrade task, the 3-level can be trained and certified on the task during the first six months.

Only 5-level upgrade tasks not required as a part of the assigned duty position are restricted from training until the individual enters formal 5-level upgrade training. The focus should be on task certification, qualifying airman to be as mission ready as possible. An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the AFCFM. **Note:** The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for the career field.

**2.5.3. For 5- and 7-level upgrade training,** circle the remaining items in Column 1 identified as "Core Tasks", or any additional items required locally for upgrade to the appropriate skill level. Use Columns 3A through 3E to document training. (Note: completion of required CDCs fulfills the **MINIMUM** knowledge requirements for upgrade. Individuals must still be trained/certified to the required go/no go level for tasks required in their current duty positions prior to upgrade. **Training on appropriate skill level core tasks is required prior to upgrade, regardless of job assignment/functional area. After member has been awarded the advanced skill-level, remove circles from tasks in column 1 for those items not required in the current duty position.**

**2.5.4. Converting from Old Document to CFETP.** Use the new CFETP to identify and certify all past and current task qualifications unless an Air Force JQS has been mandated. Transcribe qualifications in the following manner:

**2.5.4.1. Core/Critical Tasks Required in the Duty Position.** For those core and critical tasks previously certified and required in the current duty position, evaluate current qualifications and when verified, recertify using current date as completion date and enter trainee's and certifier's initials. Remember, during the transcription process no training is taking place, therefore, the trainer's initials are not required.

**2.5.4.2. Non-Core/Non-Critical Tasks Required in the Duty Position.** For non-core/non-critical tasks previously certified and required in current duty position, evaluate current qualifications, and when verified recertify using current date as completion date, and enter trainee's and trainer's initials.

**2.5.4.3. Tasks Not Required in Current Duty Position.** When transcribing previous certification for tasks not required in the current duty position, carry forward *only* the previous completion date of certification (not initials of another person). If and when transcribed tasks become a duty position requirement, recertify using standard certification procedures.

**2.5.4.4. Trainer/Certifier.** The person whose initials appear in the trainer or certifier block during the transcription process must meet the requirements of their respective roles.

**2.5.4.5. Disposition of Old CFETP.** Upon completion of the transcription process, give the old CFETP to the member.

**2.5.5. Documenting Career Knowledge.** When a CDC is not available: the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in AFI 26-2108. For two-time CDC course exam failures: supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS

references, undergoes evaluation by the task certifier, and receives certification on the STS. **Note.** Career knowledge must be documented prior to submitting a CDC waiver.

2.5.6. **Decertification and Recertification.** When an airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous certification when using automated system. Appropriate remarks are entered on the AF Form 623A, **On-The-Job Training Record Continuation Sheet**, as to the reason for decertification. The individual is recertified (if required) either by erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

2.5.7. **Training Standard. ALL TASKS REQUIRED IN THE CURRENT DUTY POSITION ARE TRAINED AND CERTIFIED TO THE GO/NO GO LEVEL.** Go means the individual can perform the task without assistance and meets LOCAL DEMANDS for accuracy, timeliness, and correct use of procedures.

2.5.8. Appoint the most qualified individuals to be trainers, regardless of skill level. Trainers must be formally appointed by the commander and have completed a formal trainer course. Trainers must be certified on the tasks to be trained and be recommended by the supervisor to perform trainer functions.

2.5.9. Third party certifiers must be at least a SSgt with a 5-skill level or civilian equivalent. Certifiers are mandatory for all core and critical tasks. Trainers may sign-off all non-core and non-critical tasks (these items are not required to be certified). Certifiers must also be appointed in writing by the commander and have completed a formal certifier course.

2.5.10. In one-man offices, any person, regardless of rank, who has completed certifier training, can certify regardless of AFSC. As can any qualified certifier from the unit or base, but the certifier must still be appointed in writing.

2.6. Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Senior NCOs with extensive practical experience in their career fields develop specialty Knowledge Tests (SKTs) at the USAF Occupational Measurement Squadron. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 14 of AFI 36-2606, *US Air Force Reenlistment, Retention, and NCO Status Programs* (formerly AFR 35-16, Volume 1). WAPS is not applicable to the Air National Guard.

**3. Recommendations.** Comments and recommendations are invited concerning quality of AETC training. Reference the STS and address correspondence requiring changes to 334 TRS/TRR, 700 Hangar Rd, Keesler AFB, MS 39534-2335. A Customer Service Information Line has been installed for the supervisor's convenience to identify graduates who may have received over or under training on task/knowledge items listed in this training standard. For quick response to problems, call the customer service information line, DSN 597-4566, any time day or night.

**BY ORDER OF THE SECRETARY OF THE AIR FORCE**

**OFFICIAL**

**ROBERT H. FOGLESONG, Lt. General, USAF**  
**Deputy Chief of Staff/Air and Space Operations**

### STS Symbology and Information

NOTE 1: An asterisk (\*) in Column 2 of the STS indicates a wartime course task.

NOTE 2: A slant bar (/) between proficiency codes indicates training equipment is not available at the training center and only task knowledge training is provided.

NOTE 3: Core Task denotes 5 or 7 level requirement in Column 2.

### Trainer/Certifier Identification

NAME OF TRAINEE		
PRINTED NAME (Last, first, MI)	Initials (Written)	SSAN

PRINTED NAME OF CERTIFYING OFFICIAL AND WRITTEN INITIALS	

## PROFICIENCY CODE KEY

LEVELS	SCALE VALUE	
TASK PERFORMANCE	1	CAN DO SIMPLE PARTS OF THE TASK. NEEDS TO BE TOLD OR SHOWN HOW TO DO MOST OF THE TASK. (EXTREMELY LIMITED)
“	2	CAN DO MOST PARTS OF THE TASK. NEEDS HELP ONLY ON THE HARDEST PARTS. (PARTIALLY PROFICIENT)
“	3	CAN DO ALL PARTS OF THE TASK. NEEDS ONLY A SPOT CHECK OF COMPLETED WORK. (PROFICIENT)
“	4	CAN DO THE COMPLETE TASK QUICKLY AND ACCURATELY. CAN TELL OR SHOW OTHERS HOW TO DO THE TASK. (HIGHLY PROFICIENT)
*TASK KNOWLEDGE	a	CAN NAME PARTS, TOOLS, AND SIMPLE FACTS ABOUT THE TASK (NOMENCLATURE)
“	b	CAN DETERMINE STEP BY STEP PROCEDURES FOR DOING THE TASK. (PROCEDURES)
“	c	CAN IDENTIFY WHY AND WHEN THE TASK MUST BE DONE AND WHY EACH STEP IS NEEDED. (OPERATING PRINCIPLES)
“	d	CAN PREDICT, ISOLATE, AND RESOLVE PROBLEMS CONCERNING THE TASK. (ADVANCED THEORY)
**SUBJECT KNOWLEDGE	A	CAN IDENTIFY BASIC FACTS AND TERMS ABOUT THE SUBJECT. (FACTS)
“	B	CAN IDENTIFY RELATIONSHIP OF BASIC FACTS AND STATE GENERAL PRINCIPLES ABOUT THE SUBJECT. (PRINCIPLES)
“	C	CAN ANALYZE FACTS AND PRINCIPLES AND DRAW CONCLUSIONS ABOUT THE SUBJECT. (ANALYSIS)
“	D	CAN EVALUATE CONDITIONS AND MAKE PROPER DECISIONS ABOUT THE SUBJECT. (EVALUATION)

### EXPLANATIONS

\* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task (e.g., b and 1b).

\*\* A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to a specific task, or for a subject common in several tasks.

- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC. OJT will be provided at the unit/base level.

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/ WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
1. Career Ladder Progression TR: CFETP 1C0X2, AFMAN36-2108										
1.1. Career Field 1C0X2							A	B	B	-
1.2. Duties of AFSC 1C032/1C052/1C072							A	B	B	-
1.3. Functional Manager (Base) (MAJCOM) (Air Force)							A	B	C	B
1.4. CFETP							A	B	C	B
1.5. STS							A	B	C	B
2. Security TR: AFI33-211, AFI71-101V1, AFI31-101, Vol. I, AFI33-108, AFSSI 4005										
2.1. Communications Security (COMSEC)										
2.1.1. Handling Classified Information							-	-	-	-
2.1.2. Security Violations Prevention							B	-	-	-
2.1.3. Use MAJCOM/SOA EEFI's							-	-	-	-
2.1.4. Observe Security Precautions Involved in Communications							-	-	-	-
2.2. Operations Security (OPSEC)										
2.2.1. Definition of OPSEC							-	-	-	B
2.2.2. History of OPSEC							-	-	-	-
2.2.3. Relationship of OPSEC to Other COMSEC, Information Security, and Security Programs Such As Physical Security							-	-	-	-
2.2.4. Common OPSEC Vulnerabilities							-	-	-	-



1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/ WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
2.2.5. OPSEC Significance Of Unclassified Data							-	-	-	-
2.2.6. OPSEC Specific Vulnerabilities Of AFSC 1C0X2							A	B	B	B
2.3. USAF Privacy Act Program TR: AFI37-132	*						A	B	-	B
3. AFSC Specific Supervision TR: CFETP 1C0X2, AFMAN 36-2108, 2201; AFI36-2302,2403, 2907, 3208, AFPAM 36-2130 : , AFI40-502 AFI36-2907,										
3.1. Orient New Personnel	5/7						-	-	-	c
3.2. Evaluate Work Performance of Subordinate Personnel	5/7						-	-	-	c
3.3. Participate in USAF Graduate Assessment Survey (GAS) TR: AFI36-2201							-	B	B	-
4. Enlisted Specialty Training (EST) TR: AFI36-2101, 2403, 2502; CFETP 1C0X2 AFI11-4XX; AFCAT reference										
4.1. Evaluate/Recommend Personnel to Determine Need for Specific AFSC Related Training.	* 5/7						-	b	-	c
4.2. On-the-Job Training (OJT)										
4.2.1. Prepare Master/Individual Job Qualification Standard (JQS)							-	-	-	-
4.2.2. Conduct Training							-	-	-	-
4.2.3. Counsel Trainees on Their Progress							-	-	-	-
4.2.4. Monitor Effectiveness of Individual Training										
4.2.4.1. Career Knowledge Upgrade							-	-	-	-
4.2.4.2. Job Proficiency Upgrade							-	-	-	-
4.2.4.3. Qualification							-	-	-	-
4.2.5. Maintain Training Records	5/7						-	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/ WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
4.2.6. Evaluate Effectiveness Of Training Programs							-	-	-	-
5. Operational Procedures TR: AF111-202-2, 3, AF111-401,402AFDD2, AFDD 33,AFI 11-4XX MAJCOM SUP.										
5.1. Develop and Implement Written Work Center Procedures for:										
5.1.1. Aircrew Resource Management							-	-	-	C
5.1.2. Flight Scheduling							-	-	-	C
5.1.3. Use of the Air Force Operations Resource Management System (AFORMS)							-	-	-	C
5.1.4. Current Operations							-	-	-	C
5.1.5. 1C0X2 Deployment Operations							-	-	-	C
5.1.6. Squadron Operations							-	-	-	C
5.1.7. Aircrew Training							-	-	-	C
5.1.8. Aircrew Standardization/ Evaluation							-	-	-	C
6. Publications TR: AFIND 02/09, AF111-101, 202, -221, -401,-402, -404 11-403, 11-4XX, 11-410, 11-412, 48-123, 65-503; AFI37-128, AFI 38-201, AFMAN 36-2108, AFMAN 37-138, 139, AFMAN 36-8001, AF111-2MDS	*									
6.1. Use Air Force Publications	5/7						2b	B	-	B
6.2. Access Electronic Publications and Forms							-	-	-	-
6.3. Air Force Reserve Command Publications							-	-	-	-
6.4. Air National Guard Publications							-	-	-	-
6.5. MAJCOM Publications							-	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/ WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
6.6. DOD 7000.14R Financial Management Regulation, Vol. 7A; DFAS DEM177-373	5/7						A	B	C	B
7. Aircraft Designation System TR: AFJ116-401							B	B	-	-
8. Data Processing TR: Oracle Discoverer, AFORMS User Manual AF111-4XX	*									
8.1. Computer Fundamentals							B	B	-	-
8.2. Navigate AFORMS Internet Web Page.	5/7						2b	-	-	c
8.3. Navigate AFORMS	5						2b	-	-	-
8.4. Design Data Base Query	5/7						2b	b	2b	b
8.5. Request Data Base Query	5/7						2b	b	3b	-
8.6. Validate Data Base Query Output	5/7						2b	B	C	B
8.7. Alternate AFORMS Site Processing Procedures (Natural Disaster)/ Deployments	5/7						-	B	B	-
9. Aircrew Resource Management TR: AF111-401,11-402, 403, 404, 11-410, 11-412, 11-4XX, AFI 48-123 AFI 65-503, AFI 91-204 AFMAN 36-2108	*									
9.1. Aviation Service										
9.1.1. Rated	5/7						A	B	C	-
9.1.2. Career Enlisted Aviators (CEA)	5/7						A	B	B	-
9.1.3. Nonrated	5/7						A	B	B	-
9.2. Parachutist Service							A	B	B	-
9.3. Update Aircrew Position Identifier (Second Character)							2b	c	-	c
9.4. Verify/Input Physical Qualification into AFORMS Data Base	5						2b	b	-	c
9.5. Physical Qualification Status	5/7						B	B	-	C

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/ WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
9.6. Centrifuge Training							B	B	-	-
9.7. Physiological Training	5/7						B	B	-	C
9.8. Conduct Individual Flight Records Certification	5/7						2b	c	3c	-
9.9. Resource Management Products										
9.9.1. Request	5/7						2b	c	-	c
9.9.2. Audit	5/7						2b	b	3c	-
9.9.3. Determine/Perform Management Actions	5/7						-	b	3c	c
9.9.4. Compile Aircraft Accident Information	5/7						a	b	c	-
10. Flying Hour Management TR: AFI11-201, 11-401, 11-4XX; AFI 65-503, AFI21-103										
10.1. Audit AFTO Form 781/AF Form 3520	5/7						3b	c	-	-
10.2. Input AFTO Form 781/AF Form 3520	5						3b	c	-	-
10.3. Audit Flying Time Update Summary	5/7						3b	b	c	-
10.4. Flying Hour Products										
10.4.1. Request	5/7						2b	c	-	c
10.4.2. Audit	5/7						2b	b	3c	-
10.4.3. Determine/Perform Management Actions	5/7						-	b	3c	c
10.4.4. Career Totals	5/7						A	B	C	-
10.4.5. Aircraft Totals	5/7						A	B	C	-
10.4.6. Flying Hour Utilization	5/7						A	B	C	-
11. Basic Communications Etiquette/Procedures TR: AFI33-101, 33-106							A	-	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/ WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
12. Host Aviation Resource Management Office, AFORMS System Management TR: AFI37-138, AFI 11-4XX										
12.1. Difficulty Report (DIREP)	7						-	B	C	C
12.2 System Advisory Notice (SAN)	7						-	B	C	C
12.3. Heads Up Message (HUM)	7						-	B	C	C
12.4. System Release	5/7						-	B	C	-
12.5. System Operations							-	-	-	-
12.6. System Structure	7						A	B	-	B
12.7. Network Architecture	5/7						-	B	C	-
12.8. Maintain AFORMS System Management	5/7						-	b	3c	-
12.9. Interfaces										
12.9.1. Headquarters Operations Resource Information System (HORIS)	5/7						A	B	C	-
12.9.2. Personnel Data System (PDS)	5/7						A	B	-	C
13. Resource Management TR: AF11-401, 11-402, 11-403, 11-410, 11-412, 11-4XX, AFI48-123; DOD 7000.14R Vol. 7A; AFORMS Users Manual. DFAS-DEM 7073 Vol. I, II, III	*									
13.1. Man-Year Program (EXCEPT ARC)	7						-	B	C	-
13.2. Aeronautical Rating Boards (ARB)	7						-	B	-	C
13.3. Flight Evaluation Boards (FEB)	7						A	B	-	C
13.4. Requalification/Disqualification	7						A	C	C	-
13.5. Calculate OFDA	5/7						2b	b	3b	b

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/ WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
13.6. API/FAC/ASC/TSC Codes	5/7						A	B	C	B
13.7. Aviation Ratings and Badges	7						A	B	-	B
13.8. Aeronautical Orders (AO)										
13.8.1. Publishing Process	5/7						B	B	B	-
13.8.2. Publish Aeronautical Orders	5/7						-	b	3c	-
13.9. Determine Eligibility For Incentive Pay Entitlement For: TR: AFI11-401, 11-402, 11-410, 11-4XX; DOD 7000.14R Vol.7A; DFAS DEM177-373										
13.9.1. Aviation Career Incentive Pay (ACIP)	7						2b	b	3c	-
13.9.2. Career Enlisted Flyer Incentive Pay (CEFIP)	7						2b	b	3c	-
13.9.3. Hazardous Duty Incentive Pay (HDIP)	7						2b	b	3c	-
13.9.4. HDIP for Parachutists	7						a	b	b	c
13.9.5. Incentive pay for Guard and Reserves							-	-	-	-
13.10. Audit Entitlement Verification Listing	7						a	b	3c	-
13.11. Process Military Pay Orders (MPO)	5/7						a	b	3c	-
13.12. Maintain AF Form 1042 DNIF Suspense File							a	b	c	c
13.13. Flight Record Folder (FRF), Jump Record Folder (JRF)										
13.13.1. Construct FRF/JRF							b	c	-	-
13.13.2. Reconstruct Lost/Destroyed FRF/JRF	7						-	b	c	-
13.13.3. Audit FRF/JRF	5/7						a	b	c	-
13.13.4. Conduct Individual Flight Records In/Out Processing	5/7						3b	c	c	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/ WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
13.13.5. Conduct Individual Jump Record Folder In/Out Processing							b	c	c	-
14. Squadron Aviation Resource Management Office (SARM) TR: AFI10-201,11-202, 11-401, 11-402, 11-4XX, 13-201,MAJCOM SUPS, AFI11-2MDS Specific, AFI11-301 FAAH 7110.65:										
14.1. Aircrew Flight Evaluations							A	-	-	-
14.2. Flight Evaluation Folder (FEF)							A	-	-	-
14.3. Prepare Flight Authorization	5						b	b	-	-
14.4. Sonic Boom Reporting System (SBRS)							A	B	-	-
14.5. Aircrew Status of Resources and Training Systems (SORTS)	5/7						A	B	-	-
14.6. Squadron Operations Center Duties										
14.6.1. Maintain Flight Crew Information File (FCIF)	5						a	a	-	-
14.6.2. Perform Go/No Go Procedures	5						2b	b	-	-
14.6.3. Post Daily flight Schedule	5						2b	b	-	-
14.6.4. Perform Opening/ Closing procedures	5						2b	b	-	-
14.6.5. Coordinate Aircraft Requirements With Other Agencies	5						2b	c	-	-
14.6.6. Perform Basic Radio Procedures							2b	-	-	-
15. Aircrew Training TR: AFI11-401, AFI 11-202, AFORMS Users Manual, AFI11-2 MDS Specific, AFCAT36-2223										
15.1. Air Force Aircrew Training Program	5/7						B	B	-	B
15.2. Training Accomplishment Documentation							A	B	-	-

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/ WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
15.3. Update Training Accomplishment In AFORMS	5						3b	c	-	-
15.4. Audit Training Update Audit Report	5						3b	b	-	-
15.5. Training Programs										
15.5.1. Create Program Codes	5/7						a	b	3c	-
15.5.2. Develop Training Profiles	5/7						a	b	3c	-
15.5.3. Create Task Identifiers	5/7						a	b	3c	-
15.6. Assign Training Profiles	5						2b	c	-	-
15.7. Prorate Aircrew Training Requirements	5/7						2b	c	3c	-
15.8. Tailor Individual Training Requirement							-	b	-	b
15.9. Aircrew Training Products										
15.9.1. Request	5/7						2b	c	-	c
15.9.2. Audit	5/7						2b	b	3c	-
15.9.3. Determine/Perform Management Actions	7						-	b	3c	c
15.10. Update Aircrew Certification Codes (First, Third and Fourth Character)							2b	c	-	c
15.11. Aircrew Training In/Out Processing							a	-	-	-
16. Operational Scheduling TR: AFI11-201, 209, 221, 401, 13-201, 206, 24-405, AFI13-201, Foreign Clearance Guide, Airman's Information Manual, FAAH 7110.65										
16.1. Scheduling Factors							B	B	-	-
16.2. Scheduling Process							-	B	-	-
16.2.1. Flying Schedules							A	B	-	-



1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/ WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
16.2.2. Ground Schedules							A	-	-	-
16.2.3. Special Use Airspace (SUA)							A	-	-	-
16.2.4. Coordination of Schedules With Other Agencies							A	-	-	-
16.2.5. Distribution of Schedules							A	-	-	-

## **SECTION B - INITIAL/ADVANCED SKILLS COURSE OBJECTIVE LIST**

### **OPERATIONS RESOURCE MANAGEMENT APPRENTICE**

**4. Measurement.** Each objective is indicated as follows: **W** indicates task or subject knowledge which is measured using a written test. **PC** indicates required task performance which is measured with a performance progress check, and **PC/W** indicates separate measurement of both knowledge and performance elements using a written test and a performance progress check.

**5. Standard.** The minimum standard is 70% on written examinations. Standards for performance measurement are indicated in the objectives or delineated on the individual progress checklists. Instructor assistance is provided as needed during the progress check, and students may be required to repeat all or parts of the behavior until satisfactory performance is attained.

**6. Proficiency Level.** Most task performance is taught to the "2b" proficiency level which means the student can do most parts of the task, but does need assistance on the hardest parts of the task (partially proficient). The student can also determine step by step procedures for doing the task.

**7. Course Objective.** These objectives are listed in the sequence taught by Block of Instruction.

#### **7.1 Initial Skills Course E3ABR1C032 001**

##### **7.1.1 BLOCK I**

- 2a. Identify facts about the Air Force Privacy Act. STS 2.3: Meas: W
- 3a. Identify facts about the Career Field Education and Training Plan (CFETP). STS 1.4: Meas: W
- 3b. Identify facts about the Specialty Training Standard (STS). STS 1.5: Meas: W
- 3c. Identify facts about the Operations Resource Management career field duties. STS 1.2,1.3: Meas: W
- 3d. Identify facts about progression in the Operations Resource Management career field. STS 1.1: Meas: W
- 4a. Locate aviation policy and procedures in appropriate publications with no more than one error and one instructor assist. STS 6.1: Meas: PC/W
- 5a. Identify characteristics of aircraft designations as they relate to missions. STS 7: Meas: W
- 6a. Identify basic principles that pertain to computer fundamentals. STS 2.1.2, 8.1: Meas: W
- 7a. Identify basic facts about the structure of AFORMS. STS 12.6: Meas: W

- 7b. Navigate AFORMS with no more than one error and one instructor assist. STS 8.3:  
Meas: PC
- 7c. Navigate the AFORMS Internet Web Page with no more than one error and one instructor assist. STS 8.2: Meas: PC

### **7.1.2. BLOCK II**

- 1a. Identify basic principles concerning monitoring physical qualification status of aircrew members. STS 9.5: Meas: W
- 1b. Identify facts about the maintenance of AF Form 1042 DNIF Suspense file. STS 13.12:  
Meas: W
- 1c. Verify/input physical qualification into AFORMS database. STS 9.4: Meas: PC
- 1d. Identify general principles of physiological training for aircrew members. STS 9.7: Meas: W
- 1e. Identify general principles concerning centrifuge training. STS 9.6: Meas: W
- 2a. Identify facts about the aviation service of rated aircrew members. STS 9.1.1., 13.3, 13.4,  
13.7: Meas: W
- 3a. Identify facts about the aviation service of Career Enlisted Aviators (CEAs). STS 9.1.2., 13.3,  
13.4, 13.7: Meas: W
- 3b. Identify facts about the aviation service of other nonrated aircrew members. STS 9.1.3, 13.4,  
13.7: Meas: W
- 4a. Identify facts about Aviation Service Codes. STS 13.6: Meas: W
- 5a. Indicate factors that effect the aeronautical order publishing process. STS 13.8.1: Meas: W

### **7.1.3. BLOCK III**

- 1a. Identify basic facts about Aviation Career Incentive Pay (ACIP). STS 6.6, 13.6: Meas:  
W
- 1b. Determine eligibility for continuous Aviation Career Incentive Pay (ACIP) by calculating  
OFDA with no more than one error and one instructor assist. STS 13.5, 13.9.1: Meas: PC
- 1c. Identify basic facts about Career Enlisted Flyer Incentive Pay (CEFIP). STS 6.6, 13.6: Meas:  
W
- 1d. Determine eligibility for continuous Career Enlisted Flyer Incentive Pay (CEFIP) by

calculating OFDA with no more than one error and one instructor assist. STS 13.5, 13.9.2:  
Meas: PC

- 1e. Identify basic facts about conditional incentive pay (ACIP, CEFIP, and HDIP). STS 6.6, 13.6: Meas: W
- 1f. Determine eligibility for conditional incentive pay (ACIP, CEFIP, and HDIP) as prescribed by DOD Financial Management Regulation with no more than one error and one instructor assist. STS 13.5, 13.9.1., 13.9.2, 13.9.3: Meas: PC
- 1g. Identify basic facts used to determine eligibility requirements for incentive pay based on jump duties as prescribed by the DOD Financial Management Regulation. STS 6.6, 13.9.4: Meas: W
- 2a. Identify facts relating to the processing of military pay orders. STS 13.11: Meas: W
- 2b. Identify the process used to audit the Entitlement Verification Listing. STS 13.10: Meas: W
- 3a. Describe how AFORMS interfaces with the Personnel Data System. STS 12.9.2: Meas: W
- 3b. Identify facts about the Headquarters Operations Resource Information System (HORIS). STS 12.9.1: Meas: W
- 3c. Request resource management products with no more than one error and one instructor assist. STS 8.3, 9.9.1: Meas: PC
- 3d. Audit resource management products with no more than one error and one instructor assist. STS 9.9.2: Meas: PC/W
- 4a. Perform in-processing procedures with no more than one error and one instructor assist. STS 13.13.4 Meas: PC/W
- 4b. Perform out-processing procedures with no more than one error. STS 13.13.4: Meas: PC/W
- 4c. Identify facts pertaining to in/out-processing procedures for parachutists. STS 9.2: Meas: W
- 4d. Determine procedures for in/out-processing individual Jump Record Folder. STS 13.13.5: Meas: PC/W

#### **7.1.4. BLOCK IV**

- 1a. Identify general principles relating to Air Force Aircrew Training Programs. STS 15.1: Meas: W
- 1b. Identify facts about aircrew training in processing. STS 15.11: Meas: W

- 1c. Identify facts about the aircrew training out processing. STS 15.11: Meas: W
- 1d. Identify facts about aircrew flight evaluations. STS: 14.1: Meas: W
- 1e. Identify facts about the Flight Evaluation Folder. STS: 14.2: Meas: W
- 2a. Identify facts pertaining to creation of Task Ids and Program Codes used in the development of training profiles. STS 15.5.1, 15.5.2, 15.5.3: Meas: W
- 2b. Assign training profiles to aircrew members with no more than one error and one instructor assist. STS 8.3, 15.6: Meas: PC
- 2c. Prorate aircrew members training profiles with no more than one error and one instructor assist. STS 8.3, 15.7: Meas: PC/W
- 2d. Update selected portions of the aircrew certification code with no more than one error and one instructor assist. STS 8.3, 9.3, 15.10: Meas: PC/W
- 3a. Identify facts about documentation used to record training accomplishments. STS 15.2: Meas: W
- 3b. Update aircrew members training accomplishments with no more than one error. STS 15.3: Meas: PC/W
- 3c. Audit the Training Update Audit Report with no more than one error. STS 15.4: Meas: PC/W
- 4a. Request aircrew training products with no more than one error and one instructor assist. STS 8.3, 15.9.1: Meas: PC/W
- 4b. Audit aircrew training products with no more than one error and one instructor assist. STS 15.9.2: Meas: PC/W
- 5a. Identify facts about the Status of Resources and Training Systems. STS 2.2.6, 14.5: Meas: PC/W

#### **7.1.5. BLOCK V**

- 1a. Identify facts about flight and ground scheduling. STS 16.2.1, 16.2.2, 16.2.3, 16.2.4, 16.2.5: Meas: W
- 1b. Characterize general principles of scheduling factors. STS 16.1: Meas: W
- 2a. Determine procedures for preparing flight authorizations. STS 14.3: Meas: PC/W

- 3a. Audit AFTO Forms 781/AF Forms 3520 with no more than four errors. STS 10.1: Meas: PC/W
- 3b. Input flying hour data with no more than one error. STS 10.2: Meas: PC
- 3c. Audit the Flying Time Update Summary for accuracy with no more than one error. STS 10.3: Meas: PC/W
- 3d. Identify factors pertaining to flying hour utilization. STS 10.4.6: Meas: W
- 4a. Identify facts about the Sonic Boom Reporting System. STS 14.4: Meas: W
- 5a. Request flying hour products with no more than one error and one instructor assist. STS 8.3, 10.4.1: Meas: PC
- 5b. Identify facts about aircraft and career flying hour totals. STS 10.4.4, 10.4.5: Meas: W
- 5c. Audit flying hour products with no more than one error and one instructor assist. STS 10.4.2: Meas: PC/W
- 6a. Develop a database query with no more than one error and one instructor assist. STS 8.4: Meas: PC/W
- 6b. Request a database query with no more than one error and one instructor assist. STS 8.5: Meas: PC
- 6c. Validate data base query output with no more than one error and one instructor assist. STS 8.6: Meas: PC/W

#### **7.1.6. BLOCK VI**

- 1a. Determine procedures for constructing Flight Record Folder (FRF) and Jump Record Folders (JRF). STS 13.13.1: Meas: W
- 1b. Identify factors pertaining to the audit of FRF/JRF. STS 13.13.3: Meas: W
- 1c. Conduct a flight record certification with no more than one error and one instructor assist. STS 9.8: Meas: PC/W
- 2a. Identify procedures used to compile aircraft accident information. STS 9.9.4: Meas: W
- 3a. Identify facts pertaining to basic communications procedures. STS 2.2.6, 11: Meas: W
- 4a. Identify facts about the maintenance of FCIF. STS 14.6.1: Meas: W

- 4b. Perform Squadron Operations Center duties with no more than six errors and six instructor assists. STS 14.6.2, 14.6.3, 14.6.4, 14.6.5, 14.6.6: Meas: PC/W

## **7.2. ADVANCED SKILLS COURSE E3ACR1C072 001**

### **7.2.1. BLOCK I**

- 2a. Explain principles involved in managing the aviation service of rated members. STS 9.1.1, 13.6: Meas: W
- 2b. Identify principles involved in managing the aviation service of Career Enlisted Aviators (CEA). STS 9.1.2: Meas: W
- 2c. Identify principles involved in managing the aviation service of nonrated members. STS 9.1.3, 9.2: Meas: W
- 2d. Explain principles involved in managing the Man-Year Program. STS 13.1: Meas: W
- 2e. Explain factors relating to disqualification and requalification of aircrew members. STS 13.4, 13.12: Meas: W
- 3a. Identify the factors involved in the process of publishing aeronautical orders. STS 13.8.1: Meas: W
- 3b. Certify aeronautical orders for compliance with policy directives prior to publication with no more than one instructor assist. STS 13.8.2: Meas: PC
- 4a. Calculate OFDA with no more than one error and one instructor assist. STS 13.5: Meas: PC
- 4b. Determine the eligibility for Continuous Aviation Career Incentive Pay (ACIP) and Career Enlisted Flyer Incentive Pay (CEFIP). STS 13.9.1, 13.9.2: Meas: PC
- 4c. Determine eligibility for conditional ACIP, CEFIP, and hazardous duty incentive pay (HDIP) with no more than one error and one instructor assist. STS 6.6, 13.9.3: Meas: PC/W
- 4d. Identify factors involved in calculating HDIP for parachutists. STS 13.9.4: Meas: W
- 5a. Prepare finalized military pay orders with no more than one instructor assist. STS 13.11: Meas: PC
- 5b. Audit the Entitlement Verification Listing against the AFORMS database to validate entitlement to incentive pay with no more than one instructor assist. STS 13.10: Meas: PC
- 6a. Explain the procedures for processing a member in and out of the AFORMS database. STS 13.13.2, 13.13.3, 13.13.4: Meas: W
- 7a. Explain factors concerning auditing the Flying Time Update Summary. STS 10.3: Meas: W

7b. Review resource management products with no more than one error. STS 9.9.2, 9.9.3, 13.12: Meas: PC/W

8a. Analyze conditions that affect the AFORMS interface with the Headquarters Operations Resource Information System (HORIS). STS 12.9.1: Meas: W

### **7.2.2. BLOCK II**

1a. Resolve discrepancies of flying hour totals. STS 10.4.2, 10.4.3, 10.4.4, 10.4.5: Meas: PC/W

2a. Explain factors involved in conducting a flight record certification. STS 13.13.3, 13.13.4: Meas: W

2b. Conduct an individual flight records certification with no more than one instructor assist. STS 9.8: Meas: PC

3a. Explain the procedures to track flying hour utilization. STS 10.4.6: Meas: W

4a. Develop aircrew training programs with no more than one error and one instructor assist. STS 15.5.1, 15.5.2, 15.5.3, 15.7: Meas: PC/W

5a. Design an AFORMS database query with no more than one error and one instructor assist. STS 8.4: Meas: PC

5b. Request database query. STS 8.5: Meas: PC

5c. Explain the validation of a database query output. STS 8.6: Meas: W

5d. Review aircrew training products with no more than one error. STS 15.9.2, 15.9.3: Meas: PC

6a. Explain factors involved in compiling aircraft accident information. STS 9.9.4: Meas: W

7a. Analyze facts relating to procedures involved in producing changes to Air Force Operations Resource Management Systems (AFORMS) software. STS 12.1, 12.2, 12.3, 12.4, 12.7: Meas: W

7b. Process system control screens. STS 12.8: Meas: PC

7c. Identify factors related to processing AFORMS at an off-site location. STS 8.7: Meas: W

8a. Identify general principles concerning the 1C0X2 career field. STS 1.1, 1.2, 2.2.6, 3.3: Meas: W

8b. Determine the relationships among the Functional Manager, a CFETP, and an STS. STS 1.3, 1.4, 1.5: Meas: W

### ***Section C - OJT Support Materials***

**8. Air Force Operations Resource Management Computer Based Training Course**



## ***Section D - Training Course Index***

**9. Purpose.** This section of the CFETP identifies training courses available for the specialty. Refer to AFCAT 36-2223, USAF Formal Schools, for information on all courses listed on this index.

### **10. Air Force In-Residence Courses.**

<u>RESIDENT COURSES</u>	
<u>Course Number/Course Title</u>	<u>Location</u>
E3ABR1C032 001/Operations Resource Management Apprentice	Keesler AFB, MS
E3ACR1C072 001/Operations Resource Management Craftsman	Keesler AFB, MS
3D0/AMC HOSM Course	Fort Dix, NJ
30V/AMC SOSM Course	Fort Dix, NJ
30U/OSM MANAGERS Course	Fort Dix, NJ
(TBD)/AFORMS DISCOVER Course	Fort Dix, NJ
ACC AFORMS Course	Dyess AFB, TX
ACC Browser Course	Dyess AFB, TX

### **11. Extension Course Institute (ECI) Courses**

<u>Course Number/Course Title</u>
CDC 1C052/Operations Resource Management Journeyman
CDC 1C072/Operations Resource Management Craftsman

## ***Section E - MAJCOM Formal Schools***

AFSOC HOSM Course	Hurlburt Field, FL
AFSOC SOSM Course	Hurlburt Field, FL
AFSOC BROWSER Course	Hurlburt Field, FL